

IMPLEMENTATION GUIDE

Together for Sun Safety

*Using a Research-tested Intervention Program (RTIP) to develop
a process model for program delivery in the practice setting*

Note: Refer to “Using What Works: Adapting Evidence-Based Programs To Fit Your Needs” and the handouts in Modules 4 and 5 to modify and evaluate this program to meet the needs of your organization and audience.

“Using What Works” is available online at
http://cancercontrol.cancer.gov/use_what_works/start.htm.

To receive training on “Using What Works,” contact the NCI Cancer Information Service and speak to a Partnership Program Representative in your area. This information is available online at <http://cancercontrolplanet.cancer.gov/partners/index.jsp?cctopic=C>.

I. Program Administration (Type of Staffing and Functions Needed)

Program Manager

- Provides day-to-day operation
- Controls budgets, deadlines, supplies
- Recruits and supervises program staff

Program Coordinator *(Recommended: A health educator)*

- Identifies and recruits participants
- Generates and mails materials to participants

II. Program Delivery

For additional information on modifying program materials, refer to Module 4, Handouts #2 and #6 in “Using What Works”: Adaptation Guidelines and Case Study Application.

A. Program Materials (All listed materials can be viewed and/or downloaded from the Products Page):

- **Parent Brochures:** A set of five brochures for parents to help them deliver sun protection information to their children.

- **Tip Cards:** A set of three 3 X 5 tip cards for parents to help them deliver sun protection information to their children.
- **Parent Newsletters:** Examples of four newsletters for parents to help them deliver sun protection information to their children.

B. Program Implementation:

The steps used to implement this program are as follows:

Step 1: Recruit parents and their children (aged 5 to 11 years old or in grades K - 5) from pediatric practices and elementary schools to participate in the program.

Step 2: Generate a letter to parents describing the *Together for Sun Safety* program and mail the letter.

Step 3: During the first week in March, mailing cycles to the parents should begin. The introductory **Parent Newsletter** is mailed first, followed by a **Parent Brochure**, and a **Tip Card**. Materials are mailed to parents approximately every 2.5 weeks for a total of 10 mailings over 6 months including all 4 newsletters, 3 of the 5 brochures, and all 3 tip cards. (Note: educational materials should be modified to include updated contact information.)

III. Program Evaluation

For additional information on planning and adapting an evaluation, refer to Handouts #2-8 in Module 5 of “Using What Works.”

For further assistance in designing and conducting an evaluation, go to the Cancer Control P.L.A.N.E.T. Web site and see Step 2: Identify potential partners to find a research partner in your area. This information is available online at <http://cancercontrolplanet.cancer.gov/partners/researcher.jsp?cctopic=0>.